

# **Accreditation Handbook**

## **Professional Services Division**

### **January 2008**

#### **Overview of this Report**

This report provides an update on the work to revise the *Accreditation Handbook* for discussion and input.

#### **Staff Recommendation**

This is an information item only. COA discussion and input will help guide staff on further development.

#### **Background**

At the August COA meeting, an information item on the *Accreditation Handbook* was presented to the Committee. In that item, the Table of Contents for the current *Accreditation Handbook* (2001) was presented in a table with the proposed revised Table of Contents for comparison purposes. The Committee reviewed the proposed table of contents and discussed the questions below.

- Are there elements in the current handbook that are not reflected in the proposed revisions and need to be?
- Are there elements in the proposed revisions that need to be added to best reflect the revised accreditation system?
- Is there anything that should be eliminated?

#### **Proposed *Accreditation Handbook* (2008)**

Provided on the two pages that follow is the proposed Table of Contents for the revised *Accreditation Handbook* based on the Committee's discussion in August. The items in regular font exist in the current Accreditation Handbook and need to be updated for the revised handbook. The items in italics are proposed new sections for the Handbook and need to be written in their entirety.

Staff plans to develop the new sections of the handbook over the next three months and provide the sections to the members of the Committee for review prior to the May meeting. In addition, staff will bring forward the sections from the current handbook, updating them to reflect the revised accreditation system.

At the May 2008 Committee meeting, staff will present the draft Accreditation Handbook for information and then at the June 2008 meeting, the handbook will be returned to the COA for adoption.

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Responsibilities of the Committee on Accreditation

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### **Appendix A – Sample Reports**

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### **Appendix B – Team Report Development Forms**

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### **Appendix D – Common Standards**

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### **Appendix F – The Accreditation Framework**